

National Taiwan Ocean University
College of Engineering
Guidelines for the Selection of Outstanding Advisors

Approved by the College Affairs Meeting of the 1st semester of AY 2005 on December 13, 2005

Approved by the 2nd College Affairs Meeting of the 2nd semester of AY 2011 on June 13, 2012

Approved by the 2nd College Affairs Meeting of the 1st semester of AY 2013 on January 15, 2014

Promulgated by Order no. Hai-Gong-Yuan No. 1030001252 on January 23, 2014

Approved by the 1st College Affairs Meeting of the 2nd semester of AY 2018 on March 26, 2019

Amendments approved by the College Outstanding Advisor and Outstanding Unit Selection Committee Meeting on January 14, 2020

Approved by the 1st College Affairs Meeting of the 2nd semester of AY 2019 on March 24, 2020

Promulgated by Order no. Hai-Gong-Yuan No. 1090005981 on April 8, 2020

- I. In accordance with Article 6 of the University's Regulations for the Selection and Recognition of Outstanding Advisors, the Operational Guidelines for the Selection of Outstanding Advisors of the College of Engineering, National Taiwan Ocean University (hereinafter "these Guidelines") are hereby established.
- II. Eligible candidates for selection and recognition include advisors from academic units within the College, as well as advisors appointed by the President to undergraduate classes, who have engaged in advisory and counseling duties for at least one full year. Advisors selected as Outstanding Advisors **at the College level** shall not be nominated again **for the same College-level award** within two years following their selection, but may still be nominated as candidates **for the University-level Outstanding Advisor Award**. Advisors who have received the "Outstanding Advisor Award" twice shall be regarded as Lifetime Outstanding Advisors and may no longer be nominated as candidates.
- III. To select outstanding advisors, an Outstanding Advisor Selection Committee shall be established, composed of the Dean and two teacher representatives appointed by each department or institute under the College. The Committee shall have one Convener, who shall be the Dean and serve as the Chair of the meetings. Committee members shall serve a one-year term and may be reappointed. The Committee is responsible for the selection process. Any member who is nominated as a candidate shall recuse themselves.
- IV. Reference Principles for Selection and Recommendation
 - (1) Class Advisors
 1. Demonstrated care for students, with concrete achievements in guiding students' daily life, learning, and activities.
 2. Proven ability to proactively identify students' difficulties and provide appropriate assistance.
 3. Active participation in guidance-related professional development workshops and counseling seminars.
 4. Documented handling of special or major student incidents.
 5. Implementation of innovative or effective measures in student counseling work.
 6. Fulfillment of the advisory duties and responsibilities stipulated in Article 4 of the University's Regulations for Teachers Serving as Class Advisors.

(2) Academic Units

Units that actively and diligently promote advisory work, implement plans thoroughly, and demonstrate outstanding performance.

- V. The Counseling and Guidance Section shall provide student feedback survey results and other relevant information to the Selection Committee for reference as evaluation indicators.
- VI. Selection Schedule and Number of Awardees
- (1) Upon receiving the analysis data from the Office of Student Affairs each year, the College shall, within one week, issue a selection notice to each department. Departments that intend to nominate candidates shall complete the "Recommendation Form," attach relevant supporting documents, and submit them to the College for review by the end of November each year.
 - (2) The College shall convene a meeting of the Selection Committee by the end of December each year, and complete the recommendation process by the end of January of the following year. The list of recommended candidates shall then be submitted to the Office of Student Affairs for the secondary review process.
 - (3) The College may recommend one outstanding unit. The number of Outstanding Advisors shall be one for departments with a single class and two for departments with two classes, thereby producing the College-level Outstanding Advisors. These College-level Outstanding Advisors shall not only be recommended to the University for secondary selection, but shall also receive a certificate of commendation at a College Affairs Meeting.
- VII. Any matters not covered in these Guidelines shall be handled in accordance with the University's Regulations for the Selection and Recognition of Outstanding Advisors.
- VIII. These Guidelines shall be promulgated and implemented upon approval by the College Affairs Meeting.